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OPTIONAL FORM NO. 10

Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010027-3

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 28 May 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

## A. PROJECTS AND STUDIES IN PROGRESS

1. Continuing effort to keep PTI material from accumulating in the Headquarters Building.

2. Establishing a neat, orderly, storage system in Headquarters is progressing slowly.

25X1A9a  
25X1A

3. An observation team composed of [redacted] and [redacted] spent part of a day at [redacted] studying the operation of the [redacted] designed to destroy classified trash.

25X1A9a  
25X1A  
25X1A6a

4. Operational supply room, 6810 account inventory, is progressing, and should be completed by 1 June 1963.



25X1A9a

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downgrading and  
declassification

SHIPPING SERVICE BUREAU--MONTHLY AND QUARTERLY REPORT

FOR THE PERIOD 26 April 63 24 May 63

DATE PREPARED 27 May 63

	DOCUMENTS	FILE INDEX
REQUISITIONS PREPARED (FORM 88)	147	433
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	169	1,096
BACK ORDERED		0 ILLEGIB
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	3,575	14,592
BACK ORDERED		180 ILLEGIB
GSA REQUISITIONS PREPARED (FORM 1490)	10	146
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD	117	
RECEIVED	810	
PROCESSED	814	
PENDING	113	ILLEGIB
TYPEWRITER REPAIR REQUESTS	85	
FURNITURE REPAIR REQUESTS	24	
ELECTRIC OFFICE MACHINE REPAIRS	604	
RECEIVING DOCUMENTS PROCESSED		
FORM 88	313	735
FORM 1498	298	798
FORM 17	92	94
OPERATIONAL SUPPLY ROOM		
PTI (FORM 1707)	24	45
LOAN REQUISITIONS (FORM 88)	54	87

TOTAL NUMBER OF PERSONNEL  
SICK LEAVE USED  
ANNUAL LEAVE USED  
EMERGENCY LEAVE USED

## PERSONNEL

256

111

0

25X9A2

25X1A1a

FUNDS BEGINNING  
TOTAL NUMBER OF MEN  
TOTAL HOURS WORKED 768  
FUNDS REMAINING

\$1.40

5

25X1A1a